

**North Carolina Department of Health and Human Services  
Division of Aging**

Michael F. Easley, Governor  
Carmen Hooker Odom, Secretary

Karen E. Gottovi  
Director

**DOA ADMINISTRATIVE LETTER NO. 03-8**

**To:** Area Agencies on Aging and Senior Center Personnel

**From:** Karen Gottovi *Karen Gottovi*

**Subject:** Defining Full-Time Employment for Senior Centers Receiving Senior Center Operations Funding

**Date:** June 2, 2003

This letter responds to questions that have arisen regarding the number of hours a senior center director must work on a weekly basis to be considered a full-time employee.

The Senior Center Operations Standards (SCOS), (September, 2002), states that "A Multipurpose Senior Center must be open at least 40 hours per week, excepting holidays and inclement weather and must maintain regular hours..." (SCOS, Section III., "Definitions of a Multipurpose Senior Center", (C) p. 5). The standards go on to state "The MPSC must be staffed by a full-time paid Director, who can give leadership"--- (SCOS, Section VII., "Staffing Requirements and Training", (C-1), p. 15). While the number of hours for a full-time paid Director for senior centers is not yet defined in the standards, it is common practice to consider a full-time employee to be working either 37 ½ hours per week (to correspond to the hours worked in the Area Agencies) or the more traditional 40 hours per week.

According to Section 305 of the Older Americans Act, each State shall designate a State agency to be primarily responsible for the planning, policy development, administration, coordination, priority setting, and evaluation of all State activities related to the objectives of this Act; (42 U.S.C. §3025 (a)(1) and (a)(1)(C)). "The State agency on aging is responsible for developing and enforcing such policies governing all aspects of Older Americans Act aging programs (45 C.F.R. §1321.11(a)).

As the policy making body for aging services in North Carolina, the Division of Aging is establishing a minimum of 37 ½ hours to be considered full-time employment for a senior center director/coordinator or the person responsible for senior center activities for those centers receiving funding for Senior Center Operations. If said agency elects for this person to work 37 ½ hours per week and the center is open for 40 hours or more per week, the center must be covered by a responsible paid staff person who has the authority to accept responsibility and make decisions for the center, should it become necessary. If the senior center director/coordinator does not work at least 37 ½ hours per week for whatever reason, the senior

center must receive an approved waiver from the Division of Aging on an annual basis. This waiver request must address: how your agency plans to operate the center with part time staff, who the staff will be and what the plan would be to cover any liability issues that might arise. In addition, a waiver of this sort will not be approved year after year ad infinitum. An earnest effort must be shown that the center is attempting to fund the senior center director on a full-time basis in order to comply with the Senior Center Operations Standards, leading to uniformity within senior centers across the state or risk having the continuation of this funding terminated.

If you have any questions please contact Steve Freedman, Reggie Durham or Judy Smith at the Division of Aging, 919-733-0440, [Steve.Freedman@ncmail.net](mailto:Steve.Freedman@ncmail.net) , [Reggie.Durham@ncmail.net](mailto:Reggie.Durham@ncmail.net) or [Judy.Smith@ncmail.net](mailto:Judy.Smith@ncmail.net)

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